

Chief, Management Staff

2 September 1954

Chief, Records Management Division

Weekly Report - Week Ending 1 September 1954

1. The Audit Office made the first transfer of its records to the Records Center in accordance with the records control schedule prepared for them recently. This transfer of records represented approximately 10% of the filing equipment now used by that office and represents a savings of \$267.00.

25X1 2. The Records Center was inspected by [redacted] to determine if it was suitable for storage of their type records. Storage of their records in a separate area will probably be necessary; otherwise, present facilities will be adequate. 25X1

3. The use of Letterex continues to increase throughout the Agency. There was an increase of over 50% during July and August as compared to the average for the previous four months, making its use now at approximately 140,000 sheets per month.

4. As a result of work already completed with representatives of the DD/P area, over 2,500,000 preprinted forms used for the second pages of Foreign Intelligence Information Reports have been eliminated at a savings of approximately \$3,800.00.

5. Savings of \$1,987.00 were realized in printing costs by eliminating the over-printing of the Standard Form 52, Request for Personnel Action. This was a joint undertaking with the Personnel Office.

25X1 [redacted]

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Report for Week Ending 1 September 1954 from  
FORMS MANAGEMENT BRANCH

Project 4-85 - FI Information Reports

Consideration is again being given to elimination of preprinted run-off sheets for the first pages of all FI reports. Discontinuation of their use for second and continuing sheets of the reports has already resulted in an annual reduction of 2,570,000 preprinted sheets of 8½" x 14" paper. By using unprinted paper for the first page of the report, printing of another 4,320,000 sheets could be eliminated, saving an estimated \$6,645 per year. This would boost annual savings to \$10,420. Every effort will be made to persuade [ ] to agree to our proposals. Project is 47% complete.

Project 4-86 - Forms Index

Coordination has been obtained from ORR. Five forms were declared obsolete. Project is 74½% complete.

Project 4-95 - Forms Management Handbook

No change from previous report. Project is 4% complete.

Project 4-103 - Preparation of Final-Type Forms Copy by Forms Management Branch

No change from previous report. Project is 10% complete.

Project 4-79 - Records Management Survey, FBID

Collection of forms completed. Analysis of collection has begun. Project is 40% complete.

Hoover Commission

25X1 Mr. Houston, ADD/A, has replied to the Commission's letter of 13 August, advising that [ ] will be made available as a consultant.

Fitness Report Questionnaire

Vari-typing was completed as scheduled 30 August 1954. Now awaiting approval by representatives of AD/P.

Forms Management Slides and Posters

25X1 Logistics [ ] has agreed to our placing posters in Agency buildings provided scotch tape is not used.

25X1 Security Office's [ ] review of the slides indicated that only a "CIA Internal Use Only" classification is required. With a minor modification of one slide, no classification will be required. In order to produce the slide information in booklet form, this modification is being made.

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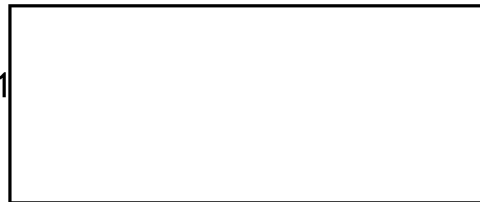
General

Printing costs of \$1,987 were saved by a joint decision of this office and AD/P not to overprint warehouse stocks of 177,000 copies of SF-52 with the classification "Secret (When Filled In)" as originally recommended by AD/P.

Summary of Individual Actions

New	7	35,200
Revised (redesignated)	5	32,800
Reprinted	25	338,000
Totals	37	406,000

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Report for Week Ending 1 September 1954 from  
RECORDS DISPOSITION BRANCH

Project 4-77 - Office of Scientific Intelligence

The records control schedule has been approved by all organizational elements of the Office.

Project 4-78 - Office of General Counsel

No change from previous report. The first phase of the project is 99% complete.

Project 4-79 - Foreign Broadcast Information Division

No changes from previous report. Project is 99% complete.

Project 4-97 - Records Disposition Handbook

Sections are being revised and it is anticipated that the Handbook will be submitted to the Chief, Management Staff for approval to publish the Handbook the latter part of the week. Project is 35% complete.

Project 4-116 - Security Office

No change from previous report. Project is 85% complete.

Project 5-2 - Office of National Estimates

No change from previous report. Awaiting the return of the Chief of the Office for signature and approval.

Project 5-32 - Office of Research and Reports

47 describable items covering an estimated 216 linear feet of records have been listed. Project is less than 5% complete.

General Information

1. The Audit Office has made the first transfer of records to the Records Center since the implementation of the Records Control Schedule. Approximately one four drawer legal size cabinet of material was retired. This is approximately 10% of the filing equipment used in the office and represents a estimated saving of \$267.00 as plans for the purchase of a new cabinet was anticipated.

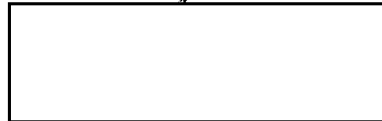
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2. Discussions with the Security Office are now taking place regarding the disposition of certain types of logs used by the Agency. It is anticipated that approval will be obtained from the Security Office which will result in considerable savings both in space and equipment.

3. During the coming week, members of this office will meet with the TSCO to discuss the declassification of records before retirement to the Records Center. This will entail a few changes in the proposed Disposition Handbook.

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Report for Week Ending 1 September 1954 From  
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

Project 4-91 - Review of Records Management Program, Logistics  
Office

- a. Reports Management - No change in program status. Project is 20% complete.
- b. Correspondence Management - Development of the Logistics Office correspondex is continuing. Pattern memorandums of primary concern to the Personnel Office were discussed with its Area Records Officer.

Project 4-94 - Office of the Comptroller Reports Management  
Program

No change in program status. Project is 23% complete.

Project 4-98 - Correspondence Handbook

One point of issue on style standards is yet to be resolved. The Director's secretary has requested that resolution be withheld pending return of the DDCI's secretary after 7 September 1954.

General Information

- a. Began work on two publications designed to improve the writing ability of Agency personnel. These are:

"Word Pruning"..... a handy aid in pamphlet form for writers who have difficulty expressing themselves in natural, simple language, and

"What is Readability?"..... a small pamphlet which analyzes the Readers Digest article "Don't File It---Throw It Away."

- b. Began fact finding on three employee suggestions.
- c. Compiled additional data on Agency reporting requirements by a review of all CIA Regulations and Notices, and the Agency Forms Index.
- d. The usage rate of Letterex continues to increase. The average usage during July and August was about 50% greater than the average for the four previous months. The average monthly usage is about 140,000 sheets, equal to 35,000 correspondence assemblies. Our goal is its use in a million assemblies annually.

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Chief, Reports & Correspondence  
Management Branch

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Report for Week Ending 31 August 1954  
RECORDS CENTER BRANCH

Accessioning

The Audit Office is in the process of preparing records for transfer to the Center. This will be the first records received from that office.

Total accessions to date - 247.

General

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[REDACTED]  
visited the Center. They are going to start an active records management program and wanted to see the operations of the Center. They indicated that it would be necessary for their records to be stored in a separate vault area.

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Report for Week Ending 31 August 1954 from  
RECORDS SYSTEMS BRANCH

Project 4-79 - Records Management Survey, FBID

Project is continuing and is approximately 95% complete. Forms have been collected and a preliminary analysis is now being undertaken.

Project 4-80 - Agency-wide Microphotography Survey

No change from previous report. Project is approximately 10% complete.

Project 4-81 - Security Desk Trays

No change from previous report. Project approximately 87% complete.

Project 4-82 - Filing System - Handbook for the Subject Classification and Filing of Correspondence Records, [REDACTED] 25X1

No change from previous report. Project approximately 97% complete.

Project 4-83 - Vital Materials Deposit Schedule for All Offices

No change from previous report. Project approximately 60% complete.

Project 4-84 - Vital Materials Microfilm Project

Microfilming of OCD/BR dossiers continues. This project is approximately 55% complete.

Project 4-96 - Vital Materials Handbook

No change from previous report. Project approximately 11% complete.

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[REDACTED]  
Chief, Records Systems Branch